

ARTIFICIAL INTELLIGENCE

STAFF GUIDELINES FOR ETHICAL USE

1

Respect for Privacy

- Use care when sharing personal information with AI systems.
- Understand how your data is collected, stored, and used.
- Actively monitor student use to ensure student data is not shared.
- Work to ensure the use of AI Tools is in compliance with the resources Terms of Service, district policy, FERPA & COPPA.

2

Instructional Integrity

- Use AI tools to enhance teaching and learning as a thought partner in the lesson development process.
- Consider how AI Tools can support and enhance educational goals and objectives.
- Educators should consider how assessment strategies may need to shift in response to the inclusion of AI Tools.

3

Responsible Use

- Staff are expected to model ethical behavior when using AI tools with students.
- Staff are responsible for the accuracy (i.e. potential biases or limitations) & appropriateness of AI, or other technology, used.
- When using AI generated work, including AI generated communication to stakeholders, staff should use the proper citation of the source.
- Staff will adhere to the School District of the Menomonie Area Staff Acceptable Use of Technology Policy (527) for all technology use, including AI.

5

Addressing Concerns

- Staff should report concerns about the ethical use of AI including policy violations and potential biases or issues with district supported AI tools to administration.